



Test Administration and Integrity Plan Checklist

- ☐ **Subject, Sessions and Dates for Test Administration Meets one of three options**
- ☐ **Statement affirming that all school personnel involved with testing has been trained**
- ☐ **Evidence that testing protocols have been followed:**
 - ☐ Recording attendance
 - ☐ Collection of Electronic Devices
 - ☐ Identification of classes, teachers, and students that will be part of the testing plan
 - ☐ Assignment of testing rooms, test administrators, and proctors
 - ☐ Accommodations/Testing Plan has been developed for students that require testing accommodations
 - ☐ Procedures for escorting testing students to testing locations
 - ☐ Procedures for distributing, collecting, storing and shipping test materials
 - ☐ Process and procedures for scheduling Make-up Sessions and for handling test administration in the event of a national emergency and/or disaster
 - ☐ Process and procedures for handling disruptions and disruptive students
 - ☐ Process and procedures for supervising students who have finished early and those who need additional time
 - ☐ Identification of support staff (deans, hall monitors) and the delineation of duties
 - ☐ Process for monitoring classrooms, test groupings, and schools during the administration of state assessments
 - ☐ Procedures for maintaining test data confidential and secure
 - ☐ Summary outline of procedures for reviewing test irregularities, misadministration and possible violations
 - ☐ Procedures for ensuring the timely delivery of test reports to students, parents and/or schools
- ☐ **Statement affirming that the LEA/school adopts the state test security plan as written**

OSSE Feedback

OSSE Monitor: _____ Title: _____

Date of Review: _____ Date Feedback Provided: _____

Comments: